



Travel Pay Services

**Travel Systems and Procedures Office
June 23, 2004**

Your Financial Partner @ Work

Travel Pay Services - R & R Leave

- **September 23, 2003: R & R Leave to APODs Only**
 - Atlanta, Dallas/Ft Worth, LA, Baltimore, Frankfurt
- **December 19, 2003: R & R Leave Through APOD to Leave Point**
- **February 5, 2004: R & R Leave From AOR Direct to Leave Point**
- **April 22, 2004: R & R Leave From APOD to Leave Point**
 - Retroactive Reimbursement Authorized for Members of the Armed Forces...Does Not Apply to Civilian Employees
 - Applies to Expenses Incurred From September 25, 2003 Through December 18, 2003
 - Sec Army, as Executive Agent, Working Implementing Instructions
 - Lack of Receipts
 - Lack of DA Forms 31
 - Notifying Eligible Members



Travel Pay Services - Premium Class Travel

- **Premium Class is Business Class and First Class Accommodations**
 - **Must Never be in Blanket Orders - If Needed On a Trip Covered By BTO, Must Have Amendment For Each Trip**
 - **Authority Levels Elevated:**
 - **First Class:**
 - **Office of Sec Def and Defense Agencies, Executive Secretary with no Further Delegation,**
 - **Secretaries of the Military Departments. Approval May be Re-Delegated to Under Secretaries, Service Chiefs or Vice/Deputy Chiefs of Staff, and 4-Star Major Commanders or Their 3-Star Vice/Deputy Commanders, and No Further Delegation**
 - **Joint Staff and Combatant Commands: Director, Joint Staff, or as Delegated But No Lower Than 3-Star.**
 - **Business Class:**
 - **In Addition to the Above, Authority May be Delegated but Must be Held to the 2-Star Level or Civilian Equivalent**
 - **Must be in Travel Order**
 - **Must Contain Specific Justification/Paragraph Reference for Reason for Travel**

Travel Pay Services - GAO Audit of Airline Tickets

- **Investigated Payment of Airline Tickets Via Centrally Billed Accounts (CBA) and on Individual Travel Accounts (IBA) Both, Resulting in Duplicate Payments**
 - Found Evidence of Duplicate Payments
 - Major Audit Underway
 - Revision of DD Form 1351-2
 - Consideration of New Policies to Require Use of IBA - Not Finalized
 - New Verbiage on Orders Required

Travel Pay Services - Interest on Travel Vouchers

- **Travel and Transportation Reform Act of 1998**
- **Travel Technical Messages 01-01 and 03-04**
 - Interest Began From Date Reviewer Signs and Dates Voucher
 - Interest Computed and Paid on Final Settlements and Local Claims
- **GAO Audit of Army Travel**
 - Requested Explanation of Interest Policies
 - Policies Re-Examined in Light of Final Law/Regulations
 - Travel Technical Message 04-10 Issued to Revise Procedures
 - Interest Starts From Date Reviewer Signs and Dates Voucher
 - Interest Computed and Paid on ALL Travel Vouchers That Meet Interest Criteria - This Includes Interim Vouchers as Well as Final and Local Claims

Travel Pay Services - Corporate Electronic Fund Transfer

- **Effective May 10, 2004 EFT Data in CEFT Overwrites EFT Data in IATS File**
 - Initial Load From Pay Files
 - Initial Load From IATS Data Bases
- **Not to Overwrite DTS Limited Files**
- **Military Members Revise Travel EFT Data Via MyPay**
- **Civilian Travelers Must Make Revisions/Changes Through Servicing Travel Office. Access Through MyPay Future Enhancement to MyPay**
- **Hierarchy Within CEFT: If No Specific Travel EFT Account, Payment Defaults to Mil/Civ Pay Account**
- **If EFT Returned, AKO Message Advises of Reject. CEFT Suspends Returned EFT Account. Military Traveler Must Change EFT Via MyPay, Civilian Must Provide Correct EFT Info to Travel Office. Travel Office Makes Input to CEFT for Civilian Travelers Only**

Travel Pay Services - Items of Interest

- **After the Fact Approvals: Must be Approved by Individual Authorized to Sign Travel Orders as Approving Official in the Organization Funding Trip/Entitlement**
- **Communication Expenses**
 - Phone Cards
 - Cell Phones
 - Internet Connection Fees
- **Mission Related Expenses or Travel Expenses**
- **In and Around Mileage/Travel Expenses - SNA For Transportation/Authorizations**
- **Safe Fees**
- **AEA For Single Meals - Not Authorized - Not Same as Occasional Meal**

Travel Pay Services - Points of Contact

- **Procedures**
 - 317-510-5372
 - 317-510-1049
- **Congressional Inquiries**
 - 317-510-4326
 - -510-5385

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